

Project Managers' Advisory Group

MINUTES August 20, 2007

Attending:

Bob Giannuzzi	EPMO
Jesus Lopez	EPMO
John McShane	EPMO
Linda Hudson	EPMO
Barbara Swartz	ITS
Jim Tulenko	ITS
Alisa Cutler	EPMO
Carolyn Whitlock	ITS
Rob Pietras	DOJ / ITS
Joe Cimbala	DHHS/DMH/DD/SAS
Lynne Beck	DHHS/DMA
Charles Fraley	DHHS/DIRM
Carla Thorpe	DOT
Cheryl Ritter	DOT
David Butts	NCWRC
Dell Pinkston	Administration
Sarah Joyner	ESC
Chris Cline	NCCCS
Frank Seiber	DOL
Lucy Cornelius	DPI

Bob Giannuzzi welcomed everyone to the meeting and asked first time participants to introduce themselves. New attendees were: Carla Thorpe – DOT; Rob Pietras – ITS representing DOJ.

Bob then announced that a framed congratulatory memo from **George Bakolia** to **Suresh Pothireddy** who had recently achieved his PMP certification would be sent to him. **Suresh** was not present to receive the award.

Bob called for approval of the July minutes – approved.

Linda Hudson informed that preparation for the next PMP Prep class is going well. Letters of acceptance into the class had been sent to 22 people, and she'll wait until 8/24 for responses. Thereafter she will contact people on the waiting list

NCPMI activity was discussed next. **Bob** mentioned that discounted registration for the NCPMI annual event is now closed. However, he later sent notification to PMAG distribution that this offer to state employees has been extended. **John McShane** announced that the next Public Sector LIG meeting will be on October 4 with **Tom Runkle** speaking on *IT Business Partnerships*.

Bob asked for reports on the Task Groups.

- *Monthly Status Reporting* - **Bob** reported for **Gaye Mays** that the process for adding an additional jelly bean for late status reports has been approved. It will be posted in the tool.
- *PM Tools* - Cost of the options under review - decision is still pending.

- *Methodology* – **Alisa Cutler** reported that this group is still working on developing revised closeout template as well as checklists for gate readiness and status reporting. Process for handling Non-approved projects is in final review. **Bob** pointed out that for projects currently classified as Non-Approved, final cost and closeout are required. **Alisa** advised that there was an opening on this group. **Carla Thorpe** volunteered to join the team.

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Bob Giannuzzi discussed recently ratified SB 879. He stated that the current approval and reporting processes/requirements will not change at this point even though the threshold for mandatory assignment of a PMA has been raised to \$1M. He also clarified that requirement for multiple PMs on a project does not imply any are provided by the EPMO. The statute may be viewed at <http://www.ncleg.net/Sessions/2007/Bills/Senate/HTML/S879v3.html>.

Bob passed out the following information on upcoming teleconferences of interest to the PM Advisory Group.

Organization/website	Contacts	Upcoming Calls
NASCIO http://www.nascio.org/committees/projectmanagement/	Stephanie Jamison 859/514-9148 sjamison@AMRms.com Access 888/272-7337 conference ID 6916986	<u>September 18</u> (3:00) TBD
PMO Executive Council http://www.pmo.executiveboard.com/	Register at website	<u>September 12</u> (12:00) Risk Informed Project Planning
CIO Executive Council http://www.cio.executiveboard.com/	Register at website	<u>August 28</u> (10:00) Processes for Developing and Communicating an IT Strategy <u>September 11</u> (12:00) Lightweight Portfolio Stewardship
Application Executive Council http://www.aec.executiveboard.com/	Register at website	<u>August 30</u> (11:00) Decoding Applications Performance Drivers <u>September 6</u> (6:00PM) Productivity Measurement and Improvement <u>September 27</u> (11:00) The Applications Lifecycle Toolkit, Part One
Infrastructure Executive Council http://www.iec.executiveboard.com/	Register at website	<u>September 6</u> (11:00) Scalable Project Resource Estimation <u>September 20</u> (10:00) Improving Infrastructure Service Reliability
Information Risk Executive Council	Register at website	<u>August 28</u> (11:00) Building Critical Capabilities for Records

http://www.irec.executiveboard.com/		Management and E-Discovery Key
Enterprise Architecture Executive Council http://www.eaec.executiveboard.com/	Register at website	<u>August 21 (12:00)</u> EA Repositories for IT and Business Decision Support: The Citigroup Approach <u>September 26 (12:00)</u> Targeted Approaches to IT Risk Mitigation

No changes to the EPMO website were reported.

John McShane reported that he's had little response to his solicitation of what agencies want in new training. He is looking into possible classes in Estimating and BA skills. He pointed out that he was trying to set up classes for at least 24 students, which would be at a better rate than if agencies sent personnel to classes off-site. Additional sessions on Requirements and/or RFP will be held if demand is there. DOT has booked a full class. **Sarah Joyner** asked for differentiation on Requirements vs. BA training. **John** will get back to her with a writeup.

Jim Tulenko reported on recently approved change requests in the tool:

- Addition of "Jelly Bean" for delinquent reporting
- Elimination of Service Component Reference Model field
- P&D staffing plan and milestone requirements at Gate 1 in workflow

Jim also reminded that by 9/7 all costs need to be updated in APM as required by OSC for their analysis of IT expenditure.

Bob informed that the final report on the assessment of EPMO is available on the OSA website. He said the report stated that EPMO had achieved its goals, but there were some recommendations and findings. Included in the report is the EPMO will be working on a tactical plan to respond to selected findings. He asked that if anyone has particular questions regarding the assessment, to please let him know one week before the next meeting, and it will be discussed at the next meeting.

Bob mentioned that there were three project closeouts last month. All were from DOT. Lessons Learned from each are attached.

He asked if anyone had any suggestions for the next meeting. He also reminded that if anyone had received the EPMO survey that had been sent to directors and PM's, to send in their feedback by 8/31.

Meeting adjourned at 3:55 pm.

NEXT MEETING - MONDAY, SEPTEMBER 17, 2007

Lessons Learned Documentation

Exhibit A

DOT Greenfield Center Infrastructure

1. **LESSONS LEARNED** - What were the positive lessons learned (project strengths) from this effort?

The construction team, client and DOT Infrastructure has regular meetings to define the next steps. This process assisted with identifying delays in the construction and problems of installing the cabling before they installed the ceiling grid.

2. **LESSONS LEARNED** - What opportunities for improvements (project weaknesses) were learned with this project?

There was no review of the current operation of the client's data network. It would have defined the high speed network and the client could have made the appropriate decision to duplicate the services at the new location

Exhibit B

DOT DMV License Plate Recall

1. **LESSONS LEARNED** - What were the positive lessons learned (project strengths) from this effort?

- a. The extra time spent on requirements provided valuable feedback from the client to define the project and to provide the expected services.
- b. All team members worked together for the same end results. When you have a group that works together and discussed all issues and concerns, the outcome will be a success.

2. **LESSONS LEARNED** - What opportunities for improvements (project weaknesses) were learned with this project?

I do not know any weaknesses with this project; everything went as expected and even beyond our expectations.

Exhibit C

DOT Enterprise Web Portal and Executive Dashboard

1. **LESSONS LEARNED** - What were the **positive** lessons learned (project strengths) from this effort?

1. The extra time spent on requirements provided valuable feedback from the client to define the project and provide expected services.
2. Regular meetings with the business stakeholders / Super Users was very effective in ensuring that the end product met the end user requirements.

2. **LESSONS LEARNED** - What **opportunities for improvements** (project weaknesses) were learned with this project?

One of the important lessons learned from the Dashboard project was that when a project is planning to use a lot of new technology products, additional time should be planned for installing, implementation and using the new technology products in the project.